

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE**

AGENCY:	MAYOR'S OFFICE ON RETURNING CITIZEN AFFIARS
GRANT AWARD NO.:	2017-JAGRW-2000
CAPTION:	Strategic Planning Services
PROPOSED CONTRACTOR:	Lachman Consulting

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.2(b)

2. MINIMUM NEED:

The Office of Contracting and Procurement (OCP) on behalf of the Mayor's Office on Returning Citizen Affairs (MORCA) is seeking to continue the strategic planning with Lachman Consulting for the completion of Phase 2 and Phase 3 of a strategic plan given the proprietary and confidential information that was shared during phase 1.

3. ESTIMATED REASONABLE COST:

The estimated cost for the period is as follows:

\$89,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- A. MORCA is requesting continued contracting with Lachman Consulting for the completion of Phase 2 and Phase 3 of the strategic plan. This will allow continuity of service for the agency and the stakeholders that have taken part in the development in Phase 1.
- B. The vendor selected to provide the continuation of the strategic planning under this contract was in direct contact with constituents and other community stakeholders to lay the foundation for phase 2 and phase 3 of a strategic plan.
- C. The execution of this sole source contract shall permit the continuation of services from the vendor without interruption to the strategic planning for the agency. During the completion of Phase 1 of the strategic plan MORCA and Lachman Consulting exchanged proprietary and confidential information that will be used to further the work during Phase 2 and ultimately the completion of Phase 3.
- D. MORCA is required to complete a strategic plan within the fiscal year and the continuation of service with Lachman Consulting will ensure that this requirement is met. The ability to finish this work hinges on the ability of the consulting company being familiar with the

constituency and the stakeholders that the agency comes into contact with daily. The timeframe given Lachman Consulting's familiarity with the work done in phase 1 and their project management is essential to getting the work completed.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.

Brian Ferguson
Director
Mayor's Office on Returning Citizen Affairs

Date

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source extension of contract as a method of procurement under the cited authority. I certify that the notice of intent to award a sole source extension of contract was published in accordance with section 404 (c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354-04). I recommend that the Chief Procurement Officer approve the use of the sole source extension for this proposed contract.

Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2—354-03). Accordingly, I determine that the District is justified in using the sole source extension of contract as a method of procurement.